



Department of City Development

City Plan Commission  
 Neighborhood Improvement  
 Development Corporation  
 Redevelopment Authority

Rocky Marcoux  
 Commissioner

Martha L. Brown  
 Deputy Commissioner

**DUE DATE: Wednesday October 3, 2012- 4:30 pm**

**BIDDING  
 DOCUMENTS**

Scope of Work and Specifications  
 for  
 Remodeling and Repairs

**Open House: Thursday September 27<sup>th</sup> 3:30 to 5:30 PM**

**CONTRACTOR NOTE:** Please respect the privacy of NIDC clients, and visit properties only if you have first contacted the owner by phone, and have confirmed an appointment with the owner of the property. Showing up un-announced is not acceptable.

at  
 3876 N 25TH ST  
 Milwaukee, WI 53206-1405  
 Thermond Gill's Property

Bids for this Project  
 are being solicited for  
 the following contractor types:

***NSP HBA Loan Program***

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**NOTE: Please contact Robert McInnes at (414) 286-6458 for new Rehab Specifications.  
 ONLY ONE COPY PER CONTRACTOR.**

## **GENERAL BID CONDITIONS AND INSTRUCTIONS**

### **LOAN PROGRAM**

Financing for work under this contract is provided through the City of Milwaukee, Neighborhood Improvement Development Corporation (NIDC) who, through its loan agreement with the Owner, reserves certain rights and privileges as Lender, which include but are not limited to: development of the scope of work, assistance with the bid process, preparation of the Contract, approval of change orders and payments, and other aspects associated with contract execution and implementation.

### **SITE INSPECTION**

The Contractor must meet with the Owner at the property to inspect and review conditions prior to submission of a bid.

### **ADDENDA**

If NIDC or the Owner determines the necessity for additional information and/or clarification(s), an Addendum will be posted on the internet at

<http://city.milwaukee.gov/NeighborhoodImprovement/NIDCBIDPackages.htm>

Any addendum will be posted at least one week before bids are due.

To be eligible, all bidders must acknowledge receipt of the Addendum/Addenda, if issued.

### **BIDDER ELIGIBILITY**

1. Contractor must have experience with similar projects and hold a current City of Milwaukee Home Improvement contractor's license, or hold other licensing as required.
2. Contractor certifies that neither he/she nor any of his/her subcontractors is ineligible to be awarded a federally funded contract.
3. Contractor may not be debarred by NIDC. A copy of the NIDC debarment policy is available on request. Generally, NIDC considers debarment if a contractor does not perform satisfactory work, fails to pay sub-contractors or material suppliers, fails to complete jobs on time, or in other respects does not meet reasonable standards of performance.
4. Contractors are hereby notified that NIDC will check public records to verify that it, and entities controlled in whole or in part by it and its principal owners is not delinquent with property tax payments due the City of Milwaukee, does not have outstanding code orders for properties located in the City of Milwaukee, does not have a record of fines for unabated City of Milwaukee building code violations, and does not have felony convictions related to neighborhood safety and stability.
5. Contractor shall, as part of her/his bid, submit:
  - a) A list of the principal owners of the firm submitting the bid,
  - b) A list of all property located in the City of Milwaukee owned by Contractor and its principal owners.
  - c) Birth date and other information as requested by NIDC to verify court and other records.
  - d) Failure to provide this information will result in delays and rejection of your bid.

### **BID REJECTION/ACCEPTANCE**

1. The Owner reserves the right to reject any and all bids and to waive informalities. It is NIDC policy that, if: (a) the Contractor's proposal/bid complies with the specifications and other requirements, and (b) the Contractor meets NIDC's minimum requirements as outlined herein, and (c) the selected bid is reasonably within range of the market price for the work, then Owner may select any Contractor who, in Owner's opinion, is the most responsible and responsive bidder.
2. When a contractor's bid is accepted, he/she shall receive the following documents for execution.
  - A. Contract to Perform Rehabilitation Work
  - B. Subcontractor Schedule
  - C. Standard Contractor Invoice Documents

### **CONTRACT CONDITIONS**

On written request, NIDC will provide contractors a blank template of the Contract language, which includes provisions for liquidated damages, contract cancellation, and other terms and conditions.

### **PERMITS**

The contractor shall obtain and pay for all permits required to complete the contract. No work shall commence until permits have been obtained. These permits and licenses must be kept current and in force during the term of the contract and warranty period. A lead abatement permit must be obtained from the Milwaukee Health Department, and MHD will monitor the work. Contractors and employees must be eligible to obtain lead abatement permits and perform lead abatement work.

### **PAYMENT SCHEDULE**

The selected contractor shall submit a requested schedule of payments and schedule of values that will apply to work completed for this project. Generally payments are made available in amounts no less than \$5,000.

RETAINAGE: At Owner's and/or NIDC's discretion, 10% of the requested amount may be withheld pending punch list work including lead clearance from the Milwaukee Health Department. Contractors are also placed on notice that, for Rental Rehabilitation projects, the last \$1,000 of NIDC loan dollars are held pending the property owner's submission to NIDC of acceptable tenant certifications.

### **SPECIFICATIONS**

The City of Milwaukee "Rehabilitation Technical Specifications and Performance Standard" are incorporated herein by reference. Copies of this document are available at: <http://www.city.milwaukee.gov/RehabilitationTechni16398.htm>. If there is a conflict between the Specifications and the Scope of Work, the Scope of Work shall take precedence.

### **WITHDRAWAL OF BIDS**

Bids may be withdrawn only in total, and only by a written request prior to the award of the contract. Owner has sole discretion to grant a request for a bid withdrawal, and only in the case of an error that will result in a significant financial hardship.

### **NONDISCRIMINATION**

The successful bidder will not discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these categories as provided by Section 109-1 (3) of the Milwaukee Code of Ordinances. This provision must be included in all subcontracts. Contractor agrees that they will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq

### **INTEREST IN CONTRACT**

No officer, employee or agent of the City of Milwaukee who exercises any functions or responsibilities in connection with the review, approval or administration of this contract shall have any personal interest, direct or indirect, in this contract.

### **EMERGING BUSINESS ENTERPRISES (EBE) AND SECTION 3 WORK FORCE PARTICIPATION**

Contractors are notified that it is NIDC policy to strongly encourage EBE and Section 3 participation on all NIDC-sponsored contracts. Information about the City of Milwaukee's EBE programs is available at <http://www.city.milwaukee.gov/EmergingBusinessEnte1389.htm>.

**CITY OF MILWAUKEE – NEIGHBORHOOD IMPROVEMENT DEVELOPMENT CORPORATION (NIDC)**  
**CONTRACTOR RESPONSIBILITIES UNDER SECTION 3**

**What is Section 3?**

Section 3 is enforced by the U.S. Department of Housing and Urban Development (HUD.) Section 3 seeks to ensure that low income residents of the local community have access to the employment and contracting opportunities created by HUD funded programs. NIDC supports and encourages HUD's Section 3 goals.

**What projects are subject to Section 3?**

If you are a contractor who receives an NIDC contract for more than \$100,000, your project is subject to Section 3 requirements and you have certain responsibilities to comply with Section 3. Whether or not your bid on this project is over \$100,000, NIDC requests that you and your subcontractors fill out a "Section 3 Business Certification Form."

**What are Contractors' responsibilities under Section 3?**

If you are a contractor who, in a single contract, receives more than \$100,000 of Federal funding through NIDC, the following requirements apply to your project and will be included in the contract (See attached "Section 3 Clause" for language which will be included in contracts):

- Include the "Section 3 Clause" (see attached) in all contracts with your subcontractors on this project.
- Submit a "Section 3 Business Certification Form" and require all subcontractors working on a NIDC funded project to submit a "Section 3 Business Certification Form."
- Strive to meet the Section 3 Business participation goal of at least 10% of the total dollar amounts of construction contracts or subcontracts associated with this contract are awarded to Section 3 Businesses (the definition of a Section 3 Business is below).
- If this contract results in you or your contractors/subcontractors hiring **new employees**, you and your contractors/ subcontractors must attempt to identify and hire qualified Section 3 residents (the definition of a Section 3 resident is below) to fill these positions. "Attempt" means efforts such as recruiting low-income residents through local advertising media, displaying signs at the project site, contacting area community and workforce development organizations, or similar methods. If new employment opportunities are created as a result of this project, NIDC will require documentation of the steps you and your contractors/subcontractors took to identify and hire qualified Section 3 residents.
- Submit a Section 3 Participation Report at the conclusion of each project.

**What is a Section 3 Business?**

Section 3 Businesses are one of the following:

1. Businesses that are 51% or more owned by Section 3 Residents.
2. Businesses where at least 30% of employees are currently Section 3 Residents, or were within three years of the date of hire.
3. Businesses that commit to and document that at least 25% of the dollar amount of all subcontracts associated with its work on a project will be carried out by businesses which meet one of the two above criteria.

### Who is a Section 3 Resident?

Section 3 Residents are:

1. Residents of Public Housing or
2. Individuals that reside in the City of Milwaukee and whose household incomes do not exceed the thresholds below.

(Income levels effective January 1<sup>st</sup>, 2012)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,950	\$72,650	\$77,300

### Is there a current list of Section 3 Businesses?

There is no current list of Section 3 Businesses in the Milwaukee Area. Currently, NIDC relies on businesses self-certification to determine whether or not a business is a Section 3 Business. While the criteria are not identical, many City of Milwaukee certified Emerging Businesses Enterprises (EBEs) may also qualify as Section 3 Businesses. A list of EBEs is available at:

<http://www.city.milwaukee.gov/EmergingBusinessEnte1389.htm>

If you or your sub-contractors are seeking a referral source for qualified Section 3 Residents to be considered for new employment opportunities arising out of NIDC funded projects, please contact the Wisconsin Regional Training Partnership at 414-342-9787 or the Milwaukee Area Workforce Investment Board at 414-270-1700.

If you have additional questions about Section 3 requirements, please contact NIDC.

## City of Milwaukee – Neighborhood Improvement Development Corporation Section 3 Business Certification

**Section 3 Business Criteria:** Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below)
2. Thirty percent or more of your permanent, full-time employees are Section 3 qualified persons.
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications of (1) and (2) above.

**Section 3 Person Criteria:** A Section 3 qualified person must:

- 1) Be a resident of Public or Indian Housing; or,
- 2) Live in the City of Milwaukee and, earn no more than the following amounts:

(Income levels effective January 1<sup>st</sup>, 2012)

Family Size:	1	2	3	4	5	6	7	8
	Person	Persons						
Household Income	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,950	\$72,650	\$77,300

**Section 3 Statement:** Please check the appropriate box below.

- My business is a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

**Note:** The City of Milwaukee or NIDC may request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business. If you are found to have intentionally falsified any information on this report, you may be prohibited from bidding on future City of Milwaukee or NIDC projects.

If you have any questions about this form, please call NIDC at (414) 286-5608.

### SECTION 3 CLAUSE

(for inclusion in all section 3-covered contracts)

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Non compliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

# Bid Submission Form

This bid document consists of five (5) pages. They are the Bid Submission Form, the Materials List, the Contractor's References, Contractor Ownership Information, and the Subcontractor List.

All pages must be completed and submitted as your bid. Bid forms must be received no later than . CONTRACTOR agrees this bid shall remain in effect for a period of sixty (60) days. If the OWNER takes no action during the 60 days, the bid shall become void without recourse by either party.

## START AND COMPLETION OF WORK

The work presented in this project is to be started within 14 days after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed within 60 days thereafter. Interior/Exterior Completion and/or Weather-Affected repairs, if any, must be completed as further outlined and incorporated in Bid Attachments A and/or B respectively. (Strike if not applicable.)

## BIDDING

Contractors should submit bids to do EXACTLY the work AS DESCRIBED. Any desired changes must be proposed on a separate, "Alternate Bid" page. Any proposed changes are subject to the owner's approval, after consultation with the lender.

## MAIL OR DELIVER BIDS TO THE OWNER AT CURRENT ADDRESS

Owner: Thermond Gill  
Project Address: 3876 N 25TH ST  
Current Address: 3940 N 26th St  
Phone: \_\_\_\_\_

The contractor accepts and agrees to all of the terms and conditions stated in the General Bid Conditions and instructions which are incorporated herein by reference. The contractor hereby further agrees to execute a contract for performance of work as outlined in the "Scope of Work" dated 8/28/2012 and to furnish labor and materials in accordance with the "Technical Specifications and addenda

for the lump sum BASE BID price of: \$ \_\_\_\_\_.

Company name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

City License # \_\_\_\_\_

Lead License No \_\_\_\_\_

Contractor Insurance \_\_\_\_\_

Expiration. Date \_\_\_\_\_

By: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

Title \_\_\_\_\_

Witness \_\_\_\_\_

Federal contractor tax id #or social sec # \_\_\_\_\_

**Note:** one of these numbers is required to validate this bid.

## **If other than sole proprietor, complete the following:**

I certify that I am the \_\_\_\_\_ (Officer or Title) of the corporation named as contractor herein; that \_\_\_\_\_ (Name of bidder) who signed this bid form on behalf of the contractor was the authorized representative, of said corporation; that said bid form was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(Corporate Seal) BY: \_\_\_\_\_

Acceptance By Contractor

I have reviewed all bids and hereby accept this bid. I understand that this acceptance is final and may not be revoked subsequent to approval by the NIDC Administrative Review Committee.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Materials List

For the project located at: **3876 N 25TH ST**

**Failure to complete the form may disqualify your bid. Please print clearly.**

I, the contractor, submit the following descriptions and allowances as part of the bid price. Deviations from the materials, quantities or costs as herein specified will result in a change order with cost differences to the contract. The owner will be provided samples for selection in the price ranges or quality levels as shown below.

**SIDING:** Manufacturer \_\_\_\_\_ Gauge \_\_\_\_\_ Style \_\_\_\_\_  
Type of Material \_\_\_\_\_ Exposure \_\_\_\_\_ Color \_\_\_\_\_  
Type of Backerboard \_\_\_\_\_ Warranty Period \_\_\_\_\_

**ALUMINUM TRIM:** Color \_\_\_\_\_ Gauge \_\_\_\_\_

**STORM WINDOWS:** Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
Finish \_\_\_\_\_ Quantity \_\_\_\_\_

**STORM DOORS:** Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
Finish \_\_\_\_\_ Quantity \_\_\_\_\_

**KITCHEN CABINETS:** Linear Feet of Base Cabinets & Countertops: \_\_\_\_\_  
Linear Feet of Wall Cabinets: \_\_\_\_\_  
Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
Finish \_\_\_\_\_ Quantity \_\_\_\_\_

**MEDICINE CABINET:** Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
(Circle One) Lighting: with / without Mounting: Surface Flush

**FLOOR COVERING:** Allowance per square yard for flooring, material only: \_\_\_\_\_  
Allowance per square yard for carpet & pad, material only: \_\_\_\_\_

**VANITY:** Cabinet Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Size \_\_\_\_\_  
Sink Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Material \_\_\_\_\_  
Faucet Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

**BATHTUB:** Tub Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
Color \_\_\_\_\_ Size \_\_\_\_\_  
Material \_\_\_\_\_  
Faucet Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
Showerhead Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

**TOILET:** Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

**KITCHEN SINK:** Manufacturer \_\_\_\_\_ Basin (Circle One) 1 2  
Material \_\_\_\_\_ Size \_\_\_\_\_ Spray (Circle One) yes no  
Faucet Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

**LAUNDRY TUB:** Material \_\_\_\_\_ Basin (Circle One) 1 2

**WATER HEATER:** Manufacturer \_\_\_\_\_ Model \_\_\_\_\_ Size \_\_\_\_\_ gallon  
Fuel: (Circle One) Gas Electrical

**HEATING:** Furnace Manufacturer \_\_\_\_\_ Model \_\_\_\_\_  
BTUH Input Capacity \_\_\_\_\_ Fuel \_\_\_\_\_

**HUMIDIFIER:** Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

**ELECTRICAL:** Total material allowance for all light fixtures included in bid: \$ \_\_\_\_\_  
Total number of fixtures: \_\_\_\_\_

# Contractor Reference Form

(for project at: 3876 N 25TH ST)

CONTRACTOR: List below three references.

**Failure to complete the form may disqualify your bid. Please print clearly.**

Refer only jobs you have successfully completed and jobs of comparable size and scope to this job. The customer for whom you are submitting this bid may be contacting your references. Be sure to obtain permission from the owners whose names you provide.

## REFERENCES

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

SIZE OF JOB:  
\_\_\_\_\_ under \$10,000                      \_\_\_\_\_ over \$10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

SIZE OF JOB:  
\_\_\_\_\_ under \$10,000                      \_\_\_\_\_ over \$10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

SIZE OF JOB:  
\_\_\_\_\_ under \$10,000                      \_\_\_\_\_ over \$10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Contractor Ownership Information

**Failure to complete the form *WILL* disqualify your bid. Please print clearly.**

Thank you for submitting a bid for a NIDC-sponsored rehabilitation. If you have not been awarded a contract through NIDC in the past 12 months, you must complete this form.

I (we) certify that this information is true, accurate, and complete. I (we) understand that incomplete or inaccurate information may mean my (our) bid will not be accepted by NIDC.

Full, legal name of your contracting business (no abbreviations):

\_\_\_\_\_

Address of business: \_\_\_\_\_

List all owners & partners of this business:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_

List addresses of all properties located in the City of Milwaukee that are owned in whole, or in part, by any owner or partner of the contracting business. Include properties under all forms of ownership including LLC's, incorporated businesses, partnerships, etc.

- |                  |                         |  |
|------------------|-------------------------|--|
| 1. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Address _____ | Property taxes current? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Attach additional sheets if necessary.

## Sub-Contractor List

**Failure to complete the form may disqualify your bid. Please print clearly.**

I (we) certify that this information is true, accurate, and complete. I (we) understand that incomplete or inaccurate information may mean my (our) bid will not be accepted by NIDC. Attach additional sheets for other sub-contractors or material suppliers.

The total of EBE sub-contracts, including material suppliers is: \$ \_\_\_\_\_

The total of Section 3 sub-contracts including material suppliers is: \$ \_\_\_\_\_

<b>ELECTRICAL</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>PLUMBING</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>HVAC</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>CARPENTRY</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>CONCRETE &amp; MASONRY</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>LEAD ABATEMENT</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>INSULATION</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No

# Scope of work 8-28-2012

Initial inspection Date: 7/31/2012  
Scope Date: 8/28/2012

Owner: Thurmond Gill  
Property address: 3876 N 25th

Specialist: Bob McInnes 708-3258  
[robert.mcines@milwaukee.gov](mailto:robert.mcines@milwaukee.gov)

Prior version dates: None  
Work: N/A  
Loan officer: Chimere Roundtree

TIN:  
Program: NSP- HBA

Both the "Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006" and the "NIDC Addendum to Specifications", effective March 2, 2010, are incorporated into this scope by reference. These items provide an outline of materials requirements and performance expectations. Updated copies can be obtained from NIDC at 809 N. Broadway, (Room 104, first floor).

Standard Window Treatment: Any task that disturbs a previously painted surface shall be performed by properly certified personnel and requires Milwaukee Health Department notification. Standard window treatment and window replacement shall be performed by properly certified personnel and requires a Milwaukee Health Department Permit.

Miscellaneous: The contractor is responsible to field verify all measurements, the amount of materials needed, and the number of windows in the building. If any item in this scope calls for a certain manufacturer, model number, or approved equivalent of a particular item, and that item is to be substituted, both NIDC and the owner must approve the substitution in writing as a part of the contract.

The intent of this scope is to provide a complete project compliant with HUD standards. It is presumed that all items of work are covered to provide a code compliant home that is in "move in" condition. Any items of work not specifically itemized herein are to be provided in the general contractor's bid to achieve move in condition. Window treatments are excluded. General contractor is responsible for all permits required by City of Milwaukee Building inspection for work contained herein. General contractor is to coordinate all work. Items specifically not in scope shall be outlined in bid prior to submission or it shall be assumed all work is included for a complete finished home that requires no additional work for resale. Contractor is to provide all materials and labor to execute the scope.

## Code Key:

Req =	required work
Not Req=	not required work
Permit =	DNS permit required
Pb-A =	MHD permit is required
Pb-N =	MHD Notification is required

**Scope of work  
 8-28-2012**

Area	Exterior Interior	Area	Elev	Spec code	description of work	Note:	Item code	cost
1 Garage exterior	Exterior	Garage	General	2200	saw cut and replace cracked slab in garage strait line 6" to either side of crack minimum strait line across.	REQ	PbN	
3 address number on alley	Exterior	Garage	General	6200	install address numbers	REQ	PbN	
4 asphalt roofing	Exterior	Garage	General	7311	re roof entire garage	REQ	PbN	
5 wood siding and trim	Exterior	Garage	General	7560	remove all plants from garage. repair <u>ALL</u> rotted wood on garage, included but not limited to: siding, window sills and jambs, soffit, fascia and trim entire garage.	REQ	PbA	
6 gutters	Exterior	Garage	General	7631	replace all gutters	REQ	PbA	
7 downspout	Exterior	Garage	General	7631	replace all downspouts.	REQ	PbN	
8 door	Exterior	Garage	general	8200	provide and install new overhead door and opener	REQ	PbA	
9 door	Exterior	Garage	general	8200	provide and install new service door and frame complete	REQ	PbA	
10 window	Exterior	Garage	General	8600	install glass block to existing window opening.	REQ	PbN	
11 paint	Exterior	Garage	General	9900	paint entire garage	REQ	PbN	
12 outlets	Exterior	Garage	General	16000	ensure all existing outlets and lighting are code compliant and grounded	REQ	Permit	
13 HOME EXTERIOR General								
14 Asphalt roof	Exterior	Home	General	7311	Reroof home complete. Repair visible sheathing and rafter damage around chimney and other similar areas on roof visible from interior.	REQ	PbN	
15 soffit and fascia	Exterior	Home	General	6010	repair all rotted and defective soffit and fascia prior to painting	REQ	PbN	
16 sills	Exterior	Home	General	4000	replace rotted sills on entire home.	REQ	PbN	
17 concrete sidewalk	Exterior	Home	General	2510	replace sidewalk to south side of home complete.	REQ		

**Scope of work**  
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	Area	Exterior Interior	Area	Elev	Spec code	description of work	Note:	Item code	cost
18	aluminum siding	Exterior	Home	General	7560	repair all siding install missing components entire home	REQ	PbN	
19	wood siding	Exterior	Home	General	7560	replace worn cedar shakes entire home. shakes that are cracked split or soft are to be replaced with new complete.	REQ	PbA	
20	Vinyl replacement windows	Exterior	Home	General	8600	install new vinyl windows entire home 1st floor where windows open bathroom is to get glass block and attic refurbished	REQ	PbA	
21	porch	Exterior	Home	General	6010	repair porch deck and skirt. Replace all rotted wood.	REQ	PbN	
22	railings	Exterior	Home	General	6200	new railings for service walk and front porch.	REQ	PbN	
23	Gutters (sized 1" Sq for every 100sf of roof)	Exterior	Home	General	7631	replace all gutters	REQ	PbN	
24	Downspouts (one per 40' of gutter)	Exterior	Home	General	7631	replace all downspouts. Install gagus adapters to connect to conductors	REQ	PbN	
25	Chimney removal	Exterior	Home	General	4000	remove to below roofline	REQ	PbN	
26	paint	Exterior	Home	General	9900	Paint all exterior trim complete	REQ	PbN	
27	hose bib/ backflow preventer /freeze cock	Exterior	Home	General	15400	Install backflow preventer to existing hose bib	REQ	PbN	
28	Grading	Exterior	Site	General	2500	grade around home all four sides provide pitch 1 Inch per foot To 6 feet from foundation (6" pitch total). Use blended 1/2 clay 1/2 soil to sheen water from foundation. Consider height of existing concrete and replace concrete as required to achieve this grade. Include window wells with covers if required to achieve grading requirements.	REQ		
29	concrete stairs	Exterior	Site	General	2900	replace deteriorated stairs at front porch. Replace front service stairs	REQ	PbN	
30	foundation	Exterior	Site	General	2900	tuck-point entire foundation	REQ	PbN	
31	plantings	Exterior	Site	General	4000	remove existing overgrown shrubs in front yard complete.	REQ	PbN	
32	<b>Interior</b>								
33	<b>General</b>								
34	remove all belongings from home	Interior		General	2050	remove all existing belongings from home	REQ	PbN	
35	<b>basement</b>								
36	remove all paneling from basement.	Interior	basement	General	2050	remove all paneling and walls from the basement	REQ	PbN	
37	mold abatement	Interior	basement	General	2080	abate mold in basement.	REQ	PbN	

**Scope of work**  
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Area	Exterior	Area	Elev	Spec code	description of work	Note:	Item code	cost
38 floor vinyl	interior	1st to basement	rear stairs	9680	remove all existing basement vinyl tiles	REQ	PbN	
39 Railings	interior	basement	General	6200	ensure railings are firmly attached and code compliant.	REQ	PbN	
40 stationary tub	interior	basement	General	15400	provide and install new stationary tub complete	REQ	Permit	
41 Water service entry	interior	basement	General	15400	repair water service entry as required	REQ	Permit	
42 Waste vent and lines	interior	basement	General	15400	replace all waste and vent lines entire home	REQ	Permit	
43 water distribution lines	interior	basement	General	15400	replace all supply lines entire home	REQ	Permit	
44 Gas piping	interior	basement	General	15400	replace any defective piping for run to furnace and stove in kitchen	REQ	Permit	
45 Hot water heater	interior	basement	General	15400	supply and install new high efficiency water heater.	REQ	Permit	
46 floor drain	interior	basement	General	15400	free palmer valve if stuck	REQ	PbN	
47 Existing furnace	interior	basement	General	15500	replace furnace with high efficiency 90% furnace complete	REQ	Permit	
48 circuit panel	interior	basement	General	16000	check existing panel and circuits for correct loading.	REQ	Permit	
49 Circuits	interior	entire house	general	16000	ensure all existing outlets are code compliant and grounded	REQ	Permit	
50 20 amp Hvac furnace outlet	interior	entire house	General	16000	Provide and install 1 outlet for furnace	REQ	Permit	
51 GFI service outlet circuit panel	interior	entire house	General	16000	Provide and install 1 under panel	REQ	Permit	
52 20 amp washer circuit	interior	entire house	General	16000	Provide and install 1 near laundry tub	REQ	Permit	
53 Basement Walls	interior	entire house	General	4000	after paneling removed tuck-point walls as required. Provide 20 sf of tuck pointing for allowance. Provide in quote per SF quote for tuck pointing. Scrape clean and paint all block walls.	REQ	PbN	
<b>54 First floor</b>								
<b>55 Front vestibule</b>	<b>interior</b>		<b>Front vestibule</b>					
56 doors	interior	1st	Front vestibule	8710	Install new steel entry door and frame	REQ	PbN	
57 hardware	interior	1st	Front vestibule	9250	Install single keyed deadbolt and latch set to security door per code. Key all in home alike	REQ	PbN	
58 hardware entry set	interior	1st	Front vestibule	8710	Install new entry single keyed deadbolt and latch set to new steel door. Key all in home alike	REQ	PbN	
59 ceilings and walls	interior	1st	Front vestibule	9250	patch walls and ceilings as required.	REQ	PbN	
60 floor carpet	interior	1st	Front vestibule	9680	Remove existing carpet and replace.	REQ	PbN	

**Scope of work**  
**8-28-2012**

Area	Exterior	Area	Elev	Spec code	description of work	Note:	Item code	cost
61 paint walls	Interior	1st	Front vestibule	9900	paint walls and ceiling owners choice of color	REQ	PbN	
62 paint trim	Interior	1st	Front vestibule	9900	Paint trim owners choice of color	REQ	PbN	
63 outlets	Interior	1st	Front vestibule	16000	ensure all existing outlets are code compliant and grounded	REQ	Permit	
64 living room	Interior	1st	Liv Rm	0				
65 ceilings and walls	Interior	1st	Liv Rm	9250	patch walls and ceilings as required.	REQ	PbN	
66 floor carpet	Interior	1st	Liv Rm	9680	Remove existing carpet and replace.	REQ	PbN	
67 paint walls & ceiling	Interior	1st	Liv Rm	9900	paint walls and ceiling owners choice of color	REQ	PbN	
68 paint trim	Interior	1st	Liv Rm	9900	Paint trim owners choice of color	REQ	PbN	
69 outlets	Interior	1st	Liv Rm	16000	ensure all existing outlets are code compliant and grounded	REQ	Permit	
70 Nw Bedroom	Interior	1st	NW BR	0				
71 doors	Interior	1st	NW BR	8200	repair door and hardware for proper function	REQ	PbN	
72 ceilings and walls	Interior	1st	NW BR	9250	patch walls and ceilings as required.	REQ	PbN	
73 floor carpet	Interior	1st	NW BR	9680	Remove existing carpet and replace.	REQ	PbN	
74 paint walls	Interior	1st	NW BR	9900	paint walls and ceiling owners choice of color	REQ	PbN	
75 paint trim	Interior	1st	NW BR	9900	Paint trim owners choice of color	REQ	PbN	
76 outlets	Interior	1st	NW BR	16000	ensure all existing outlets are code compliant and grounded	REQ	Permit	
77 Smoke detector	Interior	1st	NW BR	1600	install per code	REQ	PbN	
78 Dining room	Interior	1st	Dining					
79 ceilings and walls	Interior	1st	Dining	9250	patch walls and ceilings as required.	REQ	PbN	
80 floor carpet	Interior	1st	Dining	9680	Remove existing carpet and replace.	REQ	PbN	
81 paint walls	Interior	1st	Dining	9900	paint walls and ceiling owners choice of color	REQ	PbN	
82 paint trim	Interior	1st	Dining	9900	Paint trim owners choice of color	REQ	PbN	
83 outlets	Interior	1st	Dining	16000	ensure all existing outlets are code compliant and grounded	REQ	Permit	
84 NE Bed room	Interior	1st						
85 doors	Interior	1st	NE BR	8200	repair door and hardware for proper function	REQ	PbN	
86 ceilings and walls	Interior	1st	NE BR	9250	patch walls and ceilings as required.	REQ	PbN	
87 floor carpet	Interior	1st	NE BR	9680	Remove existing carpet and replace.	REQ	PbN	
88 paint walls	Interior	1st	NE BR	9900	paint walls and ceiling owners choice of color	REQ	PbN	
89 paint trim	Interior	1st	NE BR	9900	Paint trim owners choice of color	REQ	PbN	
90 outlets	Interior	1st	NE BR	16000	ensure all existing outlets are code compliant and grounded	REQ	Permit	
91 Smoke detector	Interior	1st	NE BR	1600	install per code	REQ	PbN	

**Scope of work**  
**8-28-2012**

Area	Exterior	Area	Elev	Spec code	description of work	Note:	Item code	cost
92 Bathroom	Interior							
93 windows	Interior	1st	Bath	8600	install glass block window to existing opening. Trim as required to make moisture resistant to shower side.	REQ	PbN	
94 doors	Interior	1st	Bath	8200	repair door and hardware for proper function	REQ	PbN	
95 wall and ceiling	Interior	1st	Bath	9250	Gut walls and ceiling and install new moisture resistant drywall to entire room	REQ	PbN	
96 floor vinyl	Interior	1st	Bath	9665	install new vinyl floor with subfloor as required complete.	REQ	PbN	
97 paint walls	Interior	1st	Bath	9900	paint walls and ceiling owners choice of color	REQ	PbN	
98 paint trim	Interior	1st	Bath	9900	Paint trim owners choice of color	REQ	PbN	
99 Lavatory	Interior	1st	Bath	15400	install new pedestal sink and faucet.	REQ	Permit	
100 shower faucet	Interior	1st	Bath	15400	install new shower faucet	REQ	Permit	
101 Toilet	Interior	1st	Bath	15400	install new toilet	REQ	Permit	
102 Tub/shower	Interior	1st	Bath	15400	reglaze tub as required	REQ	Permit	
103 Ventilation	Interior	1st	Bath	16000	install bath fan and ducting to exterior	REQ	Permit	
104 GFI outlets	Interior	1st	Bath	16000	install gfi outlet per code	REQ	Permit	
105 Center Hall	Interior							
106 ceiling	Interior	1st	Ctr Hall	9250	patch walls and ceilings as required.	REQ	PbN	
107 floor vinyl	Interior	1st	Ctr Hall	9665	install new vinyl floor with subfloor as required complete.	REQ	PbN	
108 paint walls	Interior	1st	Ctr Hall	9900	paint walls and ceiling owners choice of color	REQ	PbN	
109 paint trim	Interior	1st	Ctr Hall	9900	Paint trim owners choice of color	REQ	PbN	
110 outlets	Interior	1st	Ctr Hall	16000	ensure all existing outlets are code compliant and grounded	REQ	PbN	
111 smoke detectors	Interior	1st	Ctr Hall	15300	install co2 smoke detector hallway	REQ	PbN	
112 Kitchen & Pantry	Interior							
113 Cabinets upper	Interior	1st	kitch	6200	provide and install cabinets per owners plan. Cabinets are to have uppers above sink, stove and refrigerator. 10 Lf of cabinet for bid purposes	REQ	PbN	
114 Cabinets lower	Interior	1st	kitch	6200	provide and install cabinets per owners plan. 10 Lf of cabinet for bid purposes	REQ	PbN	
115 countertops	Interior	1st	kitch	6200	provide and install 10 lf of laminate counter top	REQ	PbN	
116 doors	Interior	1st	kitch	8200	repair door and hardware for proper function	REQ	PbN	
117 wall	Interior	1st	kitch	9250	install drywall over all walls and ceiling in kitchen. Install so as to retain existing trim. Flat tape to existing trim.	REQ	PbN	
118 floor vinyl	Interior	1st	kitch	9665	install new vinyl floor with subfloor as required complete.	REQ	PbN	

3876 N 25th  
 Owner: Thurmond Gill

**Scope of work**  
**8-28-2012**

Rehab Specialist: Bob McInnes  
 Loan Officer: Chimere Roundtree

	Area	Exterior/Interior	Area	Elev	Spec code	description of work	Note:	Item code	cost
119	paint walls and ceiling	Interior	1st	ktch	9900	paint walls and ceiling owners choice of color	REQ	PbN	
120	paint trim	Interior	1st	ktch	9900	Paint trim owners choice of color	REQ	PbN	
121	Gas outlet	Interior	1st	ktch	15400	provide shut off and cap per code	REQ	PbN	
122	sink	Interior	1st	ktch	15400	provide and install new stainless double compartment sink. Sink to remain in same location. Supply all new vent waste and supply.	REQ	Permit	
123	outlets	Interior	1st	ktch	16000	provide and install outlets per code.	REQ	Permit	
124	Smoke detector	Interior	1st	ktch	16000	provide and install co2 and smoke detector.	REQ	Permit	
125	refrigerator outlet 20 amp	Interior	1st	ktch	16000	ensure all existing outlets are code compliant and grounded or provide new.	REQ	Permit	
126	Exhaust hood fan	Interior	1st	ktch	16000	Provide and install Microwave hood over stove with ducting to outside. Electrician to provide circuit and connection for microwave and hood.	REQ	Permit	
127	Rear Hallway Stairs	Interior	basement to 1st	rear stairs					
128	Handrail height	Interior	basement to 1st	rear stairs	6200	check railing for firm attachment and installation per code.	REQ	PbN	
129	windows	Interior	basement to 1st	rear stairs	8600	ensure windows in hallways are tempered glass.	REQ	PbN	
130	doors	Interior	basement to 1st	rear stairs	8200	Install new steel entry door and frame	REQ	PbN	
131	hardware	Interior	basement to 1st	rear stairs	8710	Install single keyed deadbolt and latch set to security door per code. Key all in home alike	REQ	PbN	
132	hardware	Interior	basement to 1st	rear stairs	8710	Install new entry single keyed deadbolt and latch set to new steel door. Key all in home alike	REQ	PbN	
133	ceilings and walls	Interior	basement to 1st	rear stairs	9250	patch walls and ceilings as required.	REQ	PbN	
134	paint walls and ceiling	Interior	basement to 1st	rear stairs	9900	paint walls and ceiling owners choice of color	REQ	PbN	
135	paint trim	Interior	basement to 1st	rear stairs	9900	Paint trim owners choice of color	REQ	PbN	
136	Three way light control	Interior	basement to 1st	rear stairs	16000	ensure three way works or replace new.	REQ	Permit	
137	Smoke detector	Interior	basement to 1st	rear stairs	16000	install per code	REQ	PbN	
138	Attic windows	Interior	third floor	attic	8600	Repair as required, scrape, prime, reglaze, and paint attic windows	REQ	PbA	
140	Insulate stairway door	Interior	third floor	attic	7200	Insulate stairway door and weather-strip	REQ	PbN	
141	Guardrail around stairwell	Interior	third floor	attic	6200	construct code compliant railing or wall at top of attic stairs.	REQ	PbN	